



**June 5, 2015**

**Position Vacancy Listing**

**Return completed City Employment Application to:**

**City of Kannapolis; Human Resources  
246 Oak Avenue  
Kannapolis, NC 28081**

**WEBSITE: [www.kannapolisnc.gov](http://www.kannapolisnc.gov)**

**Position Title:** GIS Specialist  
**Position #:** To be assigned  
**Department:** Planning  
**Starting Salary:** \$40,787 - \$63,221  
**Hours of Work:** 8:00 am - 5:00 pm (Monday thru Friday)

**SUMMARY OF DUTIES:** Performs specialized work in GIS data creation, conversion and maintenance, map production and special analysis. Creates, updates and maintains address-related files including centerlines and address points. Updates systems with new address information as soon as it becomes available and trains users on utilizing this information. Performs GIS analysis of existing data to provide technical reports or generate a coverage/shape file for future use. Updates and maintains information technology web page; reviews and publishes department web pages using the Contact Management System. Generates coverages, tables, statistics and maps for assigned GIS projects. Assists in project design, research spatial databases for projects and imports data as required. Provides technical assistance to other GIS users as required. Utilizes GIS hardware, software and data to perform and create analytical presentations. Performs related tasks as required. Work is performed under the regular supervision of the Planning Director.

**PHYSICAL REQUIREMENTS:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**MINIMUM EDUCATION AND QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science, planning, geography or related field and 2 to 5 years of experience with geographic information system design.

**KNOWLEDGE, SKILLS and ABILITIES:** General knowledge of automated mapping and information processing methods and techniques; general knowledge of the capabilities of automated mapping and geographic information processing systems; thorough knowledge of cartographic principles, automated mapping, GIS database design and structure; thorough knowledge of GIS hardware and software components, data communication and network methods and techniques; ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to solve problems within scope of responsibility; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public.

**CLOSING DATE: Applications must be received by 5:00 p.m. - Tuesday, June 30, 2015**

**EQUAL OPPORTUNITY EMPLOYER**

***This position has been determined to be non-exempt by the Fair Labor Standards Act.***